Page 206—

Insert the following as Appendix 17 :—

" APPENDIX 17.

RULES FOR THE ACCOUNTING OF FEES RECEIVED BY GOVERNMENT OFFICERS FOR WORK DONE FOR PRIVATE BODIES.

(*i*) In cases where the officer is permitted to retain the whole of the fee, he should collect it himself and the Government accounts will not be concerned.

(*ii*) In cases where the recoveries from the private bodies are divisible between Government and the officer concerned,

(*a*) If the exact amount of the fees etc. is not known beforehand, all the fees must, in the first instance, be paid into the Treasury (as far as possible by the party concerned) for credit to ' Deposits ' pending final settlement when the recoveries and the payments should be disposed of as in (*b*) below.

(*b*) If the exact amount of the fees etc. is known beforehand the share due to Government should be credited as revenue of the Department to which the officer belongs and the rest should go to a deposit head for disbursement to the officer on bills prescribed for repayment of Deposits.

Note.—The amounts creditable to ' Deposits ' will be credited to the head ' Civil Deposits—Deposits of fees received by Government Officer for work done for private bodies '.

Exception.—The amounts realised by Courts of Law on account of fees and travelling allowance of officers of the Public Health Department, when called upon to give evidence on behalf of private firms and individuals, should in the first instance be credited to ' Deposits ' of the Court concerned and after paying the officers concerned the amount due to them the balance should be credited to the head ' XVII-Administration of Justice ' in accordance with the principle of Article 181 (1) of the Audit Code, Volume I.

(*iii*) The Government servant concerned should prepare his bill for fees for work on behalf of private bodies, specifying therein the authority sanctioning the payment of fees, and send it to the Accountant General through the Treasury Officer concerned, for certifying the details of the amounts credited into the Treasury by the party."

(G.R. 5059 dated 8th January 1932.)

(Correction No. 331, Financial Publication No. I, dated 9th June 1932.)

No. 418

Page 206, *Appendix* 17 (*inserted by correction slip No.* 231, *dated 9th June*, 1932)—

Insert the following below the heading " Appendix 17 " :—

" The following rules are intended to be applied to cases in which the whole or a share of the fees as such is payable to the Government servant doing work for private bodies or persons. They are not applicable to cases where a Government servant undertaking private work is remunerated by ' honoraria ' sanctioned by a competent authority even though such remuneration may bear a definite proportion to the fees realised. In the latter case, the payments are debitable to " Allowances, Honoraria, etc.'."

(G.R., F.D., 5059, dated 14th February, 1934.)

(Correction No. 418, Financial Publication No. I, dated 30th June, 1934.)

No. 360

Page 206, *Appendix* 16, *as inserted by correction slip No.* 31 *dated* 17*th February* 1932—

(*i*) *For* the existing entry "Pay bills of Government servants..... 35 years" under clause (*b*), *substitute* the following :—

"Pay bills, and Acquittance Rolls where these are maintaine separately, of Government servants for whom no establishment return are submitted and no service books are maintained..... 35 years."

(*ii*) *Insert* the following as Note 1 under clause (*b*) renumbering th existing Notes 1 and 2 as 2 and 3 respectively :—

"*Note* 1.—Establishment pay bills and acquittance rolls up to and for the year 192 should continue to be preserved for a period of 35 years."

(*iii*) *For* the words "(See Note 2 below)" occurring in the last line o the entry "pay bills of other classes.....6 years" under clause (*b*) *substitute* "(See Notes 1 and 2 below)".

[Correction No. 414, dated 2nd January 1932, to Civil Account Code, I, 8th Edition (Reprint).]

(Correction No. 360, Financial Publication No. I, dated 10th September 1932.)

No. 378

Page 206, *Appendix* 16—

Insert the following at the end of Note 1 under clause (*b*) :—

"In regard to temporary and officiating service, the head of the office should also invariably give necessary particulars with reference to Articles 370 and 371 of the Civil Service Regulations or clauses (1) and (2) of B. C. S. R. 240, as the case may be, with a view to enable the Audit office to decide later on by reference merely to such particulars whether the temporary or officiating service will qualify for pension or not. For example, in the case of officiating service the nature of the vacancy in which the Government servant officiated and in the case of temporary service, whether the temporary post was subsequently made permanent, should be stated."

[Correction slip No. 381, dated 1st April 1931, to Civil Account Code, Volume I, 8th Edition (Reprint) and G. M. 2734/14516-A, dated 25th October 1932.]

(Correction No. 378, Financial Publication No. I, dated 10th January 1933.)

No. 197.

Page 206—

Insert the following as Appendix 15 :—

" Appendix No. 15.

By Government Resolution No. 592, dated the 21st August 1923, Government in the Finance Department, have directed that when a Government servant applies for the grant of an advance for the purchase or building of a house the applicant's title should be examined by the Law Officers of Government before the advance is paid. References are accordingly received from time to time from the several Departments of the Secretariat regarding the title of the applicant to the house proposed to be purchased or built but the information supplied is usually insufficient for a thorough investigation of the title. The following instructions will, it is hoped, serve to show the nature of the information required :—

1. In order to show the title of the applicant the following documents and information should, as far as possible, be furnished :—

(*i*) Documents of title under which the applicant acquired the property.

(*ii*) Documents of title and other evidence showing the undisturbed possession of the vendor or donor or other person from whom the applicant acquired the property, or of the predecessors in title, for a period of at least 12 years prior to the date of the acquisition of the property by the applicant.

(*iii*) Duly certified copies of all registered documents which cannot for sufficient reason be produced.

(*iv*) Evidence that those who on the documents produced dealt with the property were adult and competent to confer a title, *e.g.*, as a sole owner, or as a manager of a Hindu joint family, or as a Hindu widow, alienating for a specific purpose allowed by law.

(*v*) Evidence that there are no encumbrances on the property, and a statement that the village record-of-rights and the indexes of the village Registrars', Sub-Registrars', and District Registrars' records relative to the property in question have been examined for 12 years prior to the acquisition by the applicant.

(*vi*) A certified copy of any relevant entries in the Cantonment, Municipal, or Village records, or in the village record-of-rights, or Register of Mutations, relating to the land.

(*vii*) Original receipts for any assessment or taxes paid in respect of the property.

(*viii*) A correct description of the property, its survey numbers and boundaries and a map showing it and the adjoining properties and the position of any buildings on it.

2. It is also desirable that a site plan countersigned by an officer of Government and clearly showing the dimensions and boundaries of the property should accompany the papers.

3. Translations of documents should also be furnished in all cases where the documents are in the vernaculars."

(Remembrancer of Legal Affairs' Circular No. 230 dated 25th January 1924.)

(Correction No. 197, Financial Publication No. I, dated 12th March 1930.)

FINANCE DEPARTMENT :

Bombay Castle, 12th March 1930.

C. B. B. CLEE,

Deputy Secretary to the Government of Bombay,
Finance Department.

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